

CITY OF SAN CLEMENTE

City Council Minutes

Adjourned Regular Meeting - December 2, 1991

An Adjourned Regular Meeting of the City Council of the City of San Clemente, conducted in the Community Center (Ole Hanson Room), 100 North Seville, San Clemente, California, was called to order by Mayor Diehl at 6:32 p.m.

PRESENT ANDERSON, BENEDICT, HAGGARD, LORCH*, MAYOR DIEHL

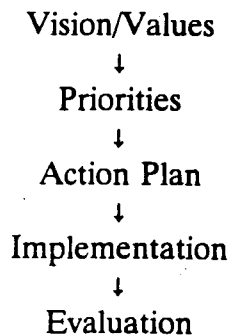
*Arrived 6:45 p.m.

ABSENT NONE

STAFF PRESENT Michael Parness, City Manager; Myrna Erway, City Clerk.

City Goals and Objectives

City Manager Parness explained that the purpose of this meeting is to review City goals and objectives, evaluate the progress of the FY 1990-91 work plan, establish goals for FY 1991-92, and to receive feedback; reviewed the Program Management Process that was previously established during a session with Facilitator Eric Allenbaugh as follows:



City Manager Parness noted that the Council established the Vital Few Priorities which included 1) Financial Planning and Management, 2) Organizational Development, 3) Growth Policy and Regulation, 4) Infrastructure Development and Maintenance, 5) Economic Development and 6) Special Projects/Issues; reviewed a chart entitled "1990-91 Work Plan" that identifies the status of the priority projects. This chart is on file in the City Clerk's Department and is summarized throughout these minutes.

1) **Financial Planning/Management**

- . Coopers/Lybrand Study completed
- . Computerized Impact Model completed
- . Public educated on financial process
- . Improved budget document/process identified and partially implemented

2) **Organizational Development**

- . Organizational Study completed
- . Action Plans resulting from Organizational Study to be reviewed with Council at a later date.
- . New computer mainframe has been acquired and installation is in progress
- . Employee computer purchase program implemented
- . Employee development/recognition programs in progress

City Manager Parness distributed a chart that indicates the positions budgeted in FY 1991-92 as a result of the Organizational Plan. This chart is on file in the City Clerk's Department.

Council discussed the need to improve accessibility with the Community Development Department. It was the consensus of Council that Staff should be available for contact a minimum of two hours per day at pre-determined times -- particularly prior to Council meetings. City Manager Parness agreed to provide Council with a telephone listing for Community Development Department staff.

3) **Growth Policy and Regulation**

Council voiced concern that development projects are in the advanced planning stage by the time they are reviewed at the Council level, thereby hindering the opportunity for modifications. City Manager Parness suggested that Joint Workshops be held between the Council and Planning Commission to ensure consensus on large development projects. COUNCIL CONCURRED.

In response to Council concern that insufficient feedback is received from Councilmembers who serve on various Committees, City Manager Parness suggested that the previously established "slip" process be reinstated, whereby Councilmembers would summarize committee meetings attended for inclusion in the newsletter.

4) **Infrastructure Development and Maintenance**

GIS System is operational

5) **Economic Development**

Natelson Study completed

6) **Special Projects/Issues**

The issues of airport siting, foothill transportation corridor, Marblehead Bluffs, gangs, graffiti, Neighborhood Pride, neighborhood traffic control, parks and recreation improvements and communications were reviewed as contained in the 1990-91 Work Plan, which is on file in the City Clerk's Department.

MEETING RECESSED

Council recessed at 8:05 p.m. and reconvened at 8:20 p.m., with all members present.

City Manager Parness distributed copies of evaluation forms to enable Councilmembers to rate the degree of success associated with the Vital Few Priority projects. These ratings are outlined on Attachment "A" entitled "Vital Few Priorities 1991/92 - Evaluation."

City Manager Parness stated a consultant will be retained to conduct a needs analysis for the new civic center, e.g., size, location, cost, and appropriate developer fee adjustments to aid in financing the center. It was noted that \$70,000 has been budgeted this fiscal year to conduct this phase of the study. City Manager Parness went on to explain that three sites are being considered as a potential City Hall location, i.e., the Centex site, U-Haul/Car Wash site and the existing City Hall.

Organizational Development

During the course of discussion, Council directed as follows:

- > Proceed with the hiring of the Assistant City Manager of Administration
- > Defer hiring a Public Works Director
- > Maintenance Division is to report to the Assistant City Manager of Operations
- > Economic Development Manager is to report to the City Manager
- > Community Development Director Holloway will continue to oversee Community Development and Public Works functions for the interim period

City Manager Parness suggested that Council appoint a 10-12 member Blue Ribbon Committee to analyze the City's fiscal situation and draft a contingency plan; suggested that another Council workshop be held in two weeks to present the draft guidelines/parameters for the Blue Ribbon Committee; expressed hope that the Committee could be operational by January 1992; opined it is premature to establish goals and priorities until an accurate fiscal forecast is available.

Council directed the City Manager to discontinue promotion of a possible utility tax for the current time and that a Blue Ribbon Committee be formulated to address fiscal alternatives.

MOTION BY MAYOR PRO TEM ANDERSON, SECOND BY COUNCILMEMBER HAGGARD, CARRIED 4-1 (COUNCILMEMBER LORCH VOTING NOE), to authorize filling the Assistant City Manager of Administration position and to defer filling the Public Works Director position until further notice.

MOTION BY MAYOR PRO TEM ANDERSON, SECOND BY COUNCILMEMBER HAGGARD, CARRIED 5-0, to direct Staff to prepare a report outlining a scope of work for the Blue Ribbon Committee. This scope of work is to include a contingency plan in the event of further reductions in City revenues.

MOTION BY MAYOR PRO TEM ANDERSON, SECOND BY COUNCILMEMBER HAGGARD, CARRIED 5-0, to hold in abeyance the public information program for long-term infrastructure problems, pending receipt and analysis of the Blue Ribbon Committee report.

MEETING RECESSED

Council recessed to Closed Session at 10:05 p.m. to discuss a matter of personnel. The City Manager was in attendance.

MEETING RECONVENED

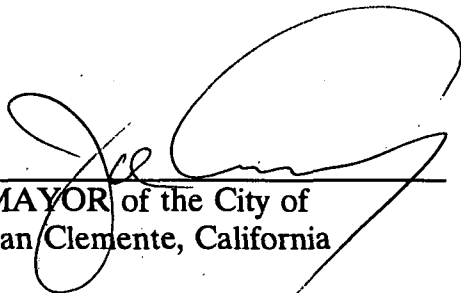
Council reconvened at 11:30 p.m., with all members present.

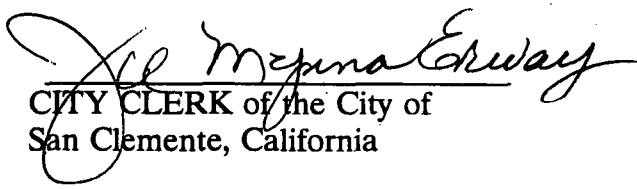
Announcement of Merit Increase/City Manager

Mayor Diehl announced that during the Closed Session, the Council majority (Councilmember Lorch voting no) awarded City Manager Parness with a 5% merit increase. The effective date and method of compensation (i.e., salary or benefit adjustment) were not established.

Adjournment

Council adjourned at 11:33 p.m. to December 4, 1991 at 6:30 p.m. in the Council Chambers, located at 100 Avenida Presidio, San Clemente, California. The Regular Meeting of December 4, 1991 will commence at 7:00 p.m. in the Council Chambers.



MAYOR of the City of
San Clemente, California

CITY CLERK of the City of
San Clemente, California



CITY OF SAN CLEMENTE
AFFIDAVIT OF POSTING ORDER
OF ADJOURNMENT OF MEETING

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS.
CITY OF SAN CLEMENTE)

I, MYRNA ERWAY, declare as follows:

That I am the City Clerk of the City of San Clemente; that at an Adjourned Regular City Council meeting held on December 2, 1991 said meeting was adjourned to the time and place specified in the ORDER OF ADJOURNMENT attached hereto; and that on December 3, 1991 at the hour of 9:30 a.m. a copy of said order was posted at a conspicuous place near the door at which said meeting was held.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on December 3, 1991 at San Clemente, California.


MYRNA ERWAY
City Clerk

NOTICE OF ADJOURNMENT
EXCERPT FROM THE MINUTES OF THE
CITY COUNCIL
MEETING OF DECEMBER 2, 1991

An adjourned regular meeting of the San Clemente City Council was held in the Community Center, located at 100 N. Seville, San Clemente, California on December 2, 1991.

ROLL CALL: PRESENT: ANDERSON, BENEDICT, HAGGARD, LORCH,
MAYOR DIEHL

ABSENT: NONE

ADJOURNMENT

Council adjourned to December 4, 1991 at 6:30 p.m. in the Council Chambers, located at 100 Avenida Presidio, San Clemente. The Regular Meeting of December 4, 1991 will commence at 7:00 p.m. in the Council Chambers.


MYRNA ERWAY
CITY CLERK